



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

**MINUTES OF THE MEETING OF THE FINANCE & POLICY  
COMMITTEE HELD ON THURSDAY 29<sup>TH</sup> NOVEMBER 2018  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Court, Kipp, Tilbrook and Queded

**IN ATTENDANCE:** Mrs H Knight (Clerk and RFO)

*The meeting opened at 7.30pm*

**54. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**55. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest or changes to register of interests made at this point in the meeting.

**56. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 25<sup>th</sup> October 2018 as a true and accurate record of the proceedings, subject to an amendment to show that Cllr Kipp had not given apologies as recorded, and that no apologies had been received since all Members were present. The Committee Chairman duly signed the amended Minutes.

Clerk's Report

The Clerk reminded Members that the meeting that had been rearranged to take place on 15<sup>th</sup> November 2018 (replacing the scheduled 8<sup>th</sup> November meeting) had been cancelled as the number of absences would have made the meeting inquorate. It had therefore been necessary to rearrange the budget discussion meeting to tonight.

**57. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**58. PARISH COUNCIL FINANCES**

Members received a Bank Reconciliation for Cashbook 1 as at 31<sup>st</sup> October 2018. Agreement to Bank Statements was confirmed, which were duly signed by the Committee Chairman.

Members had previously received and discussed a detailed summary of Income and Expenditure compared to Budget to 30<sup>th</sup> September 2018 and a recent statement of Earmarked Reserves (EMR). These were again used to assist with budget discussion.

There were no outstanding invoices to note.

#### 59. BUDGET FOR 2019/20

Members received an amended draft budget 2019/20 and supporting report by the Clerk. Figures had been adjusted to reflect changes agreed at the meeting of 25<sup>th</sup> October 2018 (the addition of £1,000 to the Neighbourhood Plan account in addition to the current EMR of c£8,135) and updated information coming to light since the meeting.

The Committee had asked for feedback to evidence the value of the Community Youth Worker service. The Clerk had circulated paperwork supporting the continuance of the CYW service, including views of the Neighbourhood Wardens and the Council's original objectives in 2012/13. Horsham Matters had now submitted its annual costs review and had advised that there would be a 2% increase. This takes the 2019 total annual cost to £27,438, to be split equally with Billingshurst PC. This therefore required a PPC budget of £13,719 and as this was below the previously budgeted £15,000, the Clerk reduced the draft budget provision to £14,000. This offset the addition of the £1,000 to the Neighbourhood Plan budget.

HDC had now advised the new draft tax base figure of 2527.5. HDC had also now recommended that PPC should budget £43,130 for Neighbourhood Warden 2019/20. This was £3,115 more than estimated in the potential budget considered at the October F&P Committee meeting and had therefore been added to the current version before the Committee. HDC had advised that the seed funding grant to PPC would be offset against 2019/20 invoicing, reducing it to £17,070. This reflected the previous years' HDC contributions to PPC for the warden scheme since inception, equating to £30,000 overall towards the scheme. There would be no further financial contribution from HDC for the scheme, although HR responsibility/costs and training would continue to be provided and paid for by them.

Taking the foregoing amendments into account, the precept required to fund this budget would be £220,013, an increase of £16,679 on the previous year. This would result in a 2019/20 Band D equivalent of £87.05pa, a £6.38 or 8.2% increase on the previous figure of £80.67. Members were reminded that the Council had had to meet the withdrawal of the HDC grant and fund the two Neighbourhood Warden posts and the Community Youth Worker post, all of which significantly affect PPC budgeting.

Members were not comfortable with this level of increase and discussed ways of mitigating the impact on residents, including funding a deficit budget from General Reserves. Members were also mindful of the need to 'future proof' the Council's finances and set adequate budget requirements. It was proposed that a limit of 5% increase to the previous Band D figure be adopted, with the resulting budget shortfall to be funded from General Reserves. This would give a revised Band D equivalent of £84.70 p.a., which would raise circa £214,000 precept, resulting in approximately £6,000 overspend from the anticipated £220,013 budget expenditure. Following discussion, it was **RESOLVED** to recommend to full Council an increase in the per house charge of 5% for the 2019/20 municipal year, equating to an increase in the Band D charge from £80.67 to £84.70. The Clerk was instructed to check final figures of the resulting precept and shortfall to be funded from General Reserves. *[NB: The 5% increase would raise a precept of £214,079, resulting in an overspend of £5,934 to be met from General Reserves].*

**60. S106 FINANCES**

Members considered the latest HDC Unspent S106 Funds report (October 2018), previously circulated. There were no apparent significant changes of note from the previous iteration. The Chairman reported that HDC Overview & Scrutiny Committee had discussed the £5m S106 funds held for WSCC and would be reporting back on this matter to HDC full Council in due course.

**61. ITEMS FOR NEXT AGENDA**

Cllr Tilbrook had attended a recent meeting set up in partnership with HDC, PCP and Neighbourhood Wardens to investigate volunteer shortages for community groups and possible solutions. A suggestion from the meeting was that the Parish Council Office could be a central co-ordination point, possibly involving employing an additional part-time person. Cllr Tilbrook would like the matter to be considered and would provide a written proposal. The Clerk advised that with the addition of the two Neighbourhood Wardens in the PPC office from next week, and having recommended a deficit budget, there was no space or funding for an office-based employee and the Clerk and Deputy Clerk had no capacity to take on additional tasks currently.

**62. CORRESPONDENCE**

Members noted the correspondence as below (list previously circulated).

**CAME & COMPANY**

Autumn 2018 newsletter.

**LASER**

- First issue of regular Energy Market Update and covering email.
- Energy Update showing delivered electricity and gas prices for 2017 through to 2020.

**63. PAYMENTS**

Following consideration, it was **RESOLVED** that the following payments be approved and signed:

Shared Strategies (£500.00 to be paid from NP EMR) <b>form to sign</b>	600.00
JNR Computer Services	1462.80
Mr F Bushby	58.08
SLCC	196.00
PCC St Mary Pulborough	6.00
Mrs A Lawson	180.50

***The meeting closed at 8.35pm***

.....Chairman

.....Date